

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. S00A102									
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Standard P.D.		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest 11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 13. Competitive Level Code 14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management								Initials Date	
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		** Interdisciplinary		GS		12			
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title) Regional Conservation Goals Coordinator				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service				d. Fourth Subdivision					
b. Second Subdivision Region				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature				Date		Signature			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position U.S. OPM PCS, GS-401, 408, 482, 485, 486.					
Typed Name and Title of Official Taking Action				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature				Date					
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks FPL-GS-13 * May be filled by: (See first page of SPD) Approved for Wide Service Use: <i>Heath Auger 9-503</i> SOD: Performs kinds of duties as in GS-13 under closer supervision. SPD #S000102									
25. Description of Major Duties and Responsibilities (See Attached)									
NSN 7540-00-634-4265 Previous Edition Usable 5008-106 OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295									